

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel for an assigned division in the department. Police Sergeants assist in the supervision and management of specialized divisions of the police department. Incumbents in this position assist with directing patrol operations and traffic control, as well as performing law enforcement duties. Police Sergeants also maintain the records and equipment of an assigned division. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises an assigned division in the police department. Participates in developing procedures to accomplish goals for the division and recommends changes to policies and procedures when necessary. Assumes command of departmental operations in the absence of a superior officer. Delegates assignments to subordinates. Sets task priorities, outlines responsibilities and duties, and sets long term goals for subordinates in order to best accomplish the goals of the department. Provides subordinates with the tools necessary to accomplish their work and provides assistance or on-the-job training when necessary. Holds meetings and reviews reports written by subordinates. Evaluates work performance and writes employee evaluation reports; determines if additional training or assistance is needed. Inspects the appearance of subordinate personnel to ensure they meet departmental standards. Counsels employees who are experiencing work problems and handles complaints and grievances. Provides a procedure for the resolution of complaints. Gives constructive feedback on work performance to motivate employees and provide for employee growth and development. Maintains discipline among subordinates and recommends disciplinary action to a superior officer.

Maintains proficiency in the use of firearms and other weapons. Uses self-defense tactics and techniques. Supervises patrol and traffic control operations. Patrols assigned areas in order to

increase police visibility and maintain public safety. Operates motorcycle or patrol car in accordance with department procedures. Questions suspicious individuals and apprehends or arrests individuals suspected of committing crimes. Searches for, identifies, collects, labels, and preserves evidence, using appropriate procedures for protecting the chain of possession. Protects crime scene to ensure evidence is not removed or disturbed. Monitors assigned areas to detect traffic violations and conducts vehicle stops. Investigates traffic accident and issues warnings and citations. Interrogates suspects and interviews crime victims and witnesses; records information in written statements. Secures and executes arrest warrants. Testifies in court when required. Oversees the arrest and processing of juveniles. Supervises the transportation of prisoners from one location to another. Controls crowds at large events and disperses unlawful or disorderly assemblies using appropriate means.

Participates in the preparation and maintenance of departmental records and reports, reviews incoming communications, and approves reports written by subordinates. Records daily information on log sheets and maintains incident and suspect files. Writes letters and memoranda in order to effectively communicate information or requests, applying the basic principles of composition and grammar. Ensures accuracy of reports by compiling and analyzing data. Exchanges pertinent information with other individuals or agencies by entering and retrieving data from the computer information systems. Monitors any local conditions which may create situations the department may be called upon to handle. Promotes a positive public image of the department. Answers questions and handles complaints from the public; provides assistance and information as needed.

Participates in the general care and maintenance of department equipment, vehicles, stations, and other related property. Inspects and maintains facilities and equipment to ensure they are in good operating conditions. Assures repairs and maintenance done to equipment were properly accomplished. Assists in inventory control and disbursing supplies and equipment to personnel.

Assists in developing a training program for the department and sees that the program is properly staffed and supplied with training resources. Makes recommendations for improvements in the program when necessary. Participates in providing for employee training in the department and evaluates training needs. Schedules outside training to meet training needs not available in the departmental program. Assists in preparing, administering, and grading written tests to evaluate success in training. Trains and works with K-9 patrol dog. Participates in developing and implementing a safety program for the department. Provides assistance to smaller law enforcement agencies in the area when required.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer immediately preceding closing date for application to the board.